

# 2008-2009 ERRC Rules FAQs

## RULES FOR FACILITY-LEVEL REGISTRATIONS

- **Definition of a Facility**

For purposes of the ERRC, a facility is defined as a single building or group of buildings within a defined radius. For example, an agency with two buildings in the same city or multiple buildings on a single campus may register under one facility account that reflects the correct employee count for all buildings. Registering as a facility that includes multiple agency buildings in a radius larger than the city-level is prohibited.

- **Reporting Rules for Facility-Level Registrants**

Facilities can only report reuse and recycling weights for eligible electronic equipment that were used by employees of the registered facility. Facilities cannot report reuse and recycling weights for electronics equipment that came from other facilities.

- **Registration Accounts for Facility-Level Registrants**

The ERRC database is unable to consolidate several registration accounts under a single user name and password. If you have or plan on registering multiple facilities under the same user name, the passwords for each registered account must be unique. Each duplicate user name must use a different password for each of the registered facilities.

- **Award Categories for Facility-Level Registrants**

Recognition will be given to the registered federal facility that reuses and/or recycles the highest total weight of electronics during the campaign period within each category (a total of six awards). Recognition will also be given to the agency that reuses and/or recycles the highest total weight of electronics among their registered facilities. The total weight will be calculated based on the sum of the reported data from registered facilities.

## RULES FOR CENTRALIZED AGENCY REGISTRATIONS

- **Definition of a Centralized Agency**

The Centralized Agency category is for headquarter-level agencies (for example, the Department of Justice) that have a single centralized reuse and/or recycling program. Sub-agencies and bureaus may not register under this category. Agencies that register under the Centralized Agency category may not have its facilities register separately.

- **Reporting Rules for Centralized Agency Registrants**

Agencies that register as a Centralized Agency will report through one ERRC registration account with one point of contact. The Centralized Agency category is for agencies that can report all of their electronics reuse and/or recycling activities for the entire agency.

- **Award Categories for Centralized Agency Registrants**

Recognition will be given to the registered Centralized Agency that reuses and/or recycled the highest total weight of electronics during the campaign period. Only one award will be given in the Centralized Agency category.